



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
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October 9, 2007

To: Project Directors  
Extended Forensic Evaluation Programs

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Extended Forensic Evaluation Program (EF) Request for Application (RFA). This RFA is comprised solely of federal Children's Justice Act (CJA) funds for specific activities, separate from any State Mandate or Program to provide child abuse treatment and prevention training activities. This document is designed to be interactive electronically with fillable forms which are available on the OES website in "Forms" at [www.oes.ca.gov](http://www.oes.ca.gov). Users need to use Adobe Reader 7.0 or 8.0 (free software) in order to access and save the text of their completed forms. A link to Adobe is provided at the bottom of the "Forms" pages.

The projects whose proposals were funded in the prior year are the only projects eligible to receive funding under the EF Program. The RFA is being e-mailed to you, the Project Director. It will also be posted to the OES Website at [www.oes.ca.gov](http://www.oes.ca.gov), under OES Divisions and Regions, Law Enforcement and Victim Services Division, Requests for Application (RFA) Funding Information.

The grant period will begin January 1, 2008 and end December 31, 2008. The total amount of CJA funds available for the program's Federal Fiscal Year (FFY) 2007/2008 is anticipated to be \$300,000. Please note that funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding in 2008, you must return the completed application by **Friday, November 16, 2007**. Instructions for mailing the application are included in the RFA.

Should you have questions, please contact Barbara Tanner, Program Specialist, at (916) 324-9197 or by email at [barbara.tanner@oes.ca.gov](mailto:barbara.tanner@oes.ca.gov).

Sincerely,

ANN MIZOGUCHI, LCSW  
Chief, Victim Services Branch

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**EXTENDED FORENSIC EVALUATION PROGRAM (EF)  
REQUEST FOR APPLICATION**

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- IV. FORMS** - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select "Forms", **or** paste the following link into your browser:  
**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

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[PROJECT CONTACT INSTRUCTIONS AND INFORMATION](#)

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET –

BUDGET FORMS (Excel spreadsheet format) – b. Without Match-

Personal Services – Salaries/Employee Benefits

Operating Expenses

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PROJECT SUMMARY

NON-COMPETITIVE BID JUSTIFICATION(If applicable)

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**EXTENDED FORENSIC EVALUATION PROGRAM (EF)  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Recipient Handbooks."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person :

Barbara Tanner, Program Specialist  
Phone: (916) 324-9197  
fax (916) 327-5674  
email: [barbara.tanner@oes.ca.gov](mailto:barbara.tanner@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by November 16, 2007** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Barbara Tanner, Victim Justice Section, (EF) PROGRAM

2. Hand delivered by **5:00 p.m. on November 16, 2007** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Barbara Tanner, Victim Justice Section ,(EF) PROGRAM

**D. ELIGIBILITY**

For purposes of this RFA, only recipients of the 2006/07 Extended Forensic Evaluation Grants are eligible to apply.

**E. FUNDS**

The Extended Forensic Evaluation Program (EF) is funded by federal Children's Justice Act (CJA) monies. The total amount available to the six existing EF Programs for the 2008 Calendar year is anticipated to be \$50,000 each, totaling \$300,000. The applicant shall budget to achieve each of the program activities contained within this RFA.

**F. PROGRAM INFORMATION**

The purpose of the Extended Forensic Evaluation (EF) Program is to identify forensic interviewers to be trained on the Extended Forensic Evaluation (EFE) Program model, to conduct extended forensic evaluations on children when appropriate, and collect data and track case information to determine the efficiency and efficacy of the EFE model. Extended forensic evaluations are recommended by interview professionals for alleged child abuse victims when an initial forensic interview is inconclusive, but concerns remain about abuse occurring; when information garnered from the initial forensic interview requires additional clarification; when the alleged victim has disclosed to some other person, but not during the forensic interview; and when behavior or other indicators are those exhibited by abused children.

Through the EF Program, several child forensic interviewers will be trained at each project and will conduct a specific number of interviews. Specific numbers will be determined by the numbers submitted in the application.

Extended forensic evaluations are interviews with the alleged child abuse victim over no more than five sessions. Sessions are videotaped to maintain an objective record. Through the EF Program, specially trained interviewers will conduct a minimum number of extended forensic evaluations and track the outcomes of the cases to determine how the implementation of the EFE Program model may have contributed to an outcome. Memorandums of Understanding (MOUs) or operational Agreements (OAs) with relevant partnering agencies such as law enforcement and District Attorney offices supporting the use of the extended forensic evaluations will be required.

**G. PREPARING AN APPLICATION**

Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide an original and one copy of the required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Completed Signature Authorization;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

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**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement**

***A short summary will suffice, addressing the problem as it exists in this funding year.***

**2. Plan and Implementation**

**Plan:**

Describe how each of the program components will be addressed, including a specific plan for accomplishing each of the objectives and program activities. Include a statement describing the documentation procedures and/or benchmark measurements used to demonstrate the objective has been achieved.

**Objectives and Activities:**

**Objective 1: Training**

Continue to train Child Forensic Interviewers on the EFE Program Model as needed. Provide details about training due to staff reassignments or new hires.

## **Objective 2: Conduct Interviews**

Describe the criteria for case selection for extended forensic evaluations, the format of the interviews, and quantify the number of extended forensic evaluations required for each child per case.

## **Objective 3: Analysis and Response**

1. Describe any changes your program has made to the EFE model, and why you found these changes necessary. For example, were changes made to better serve a specific client population, accommodate a cultural difference, or a systemic need? Discuss in detail, with narrative about specific cases and outcomes.
2. Please describe what assessment tools your agency uses. Describe specific modifications to the assessment tools your program may have made. Were these changes made at the request of partnering agencies such as law enforcement? Please include any in-house documents you've developed as appendices to the application.
3. Provide a detailed description of any systemic reaction to extended interviews the project may have experienced in the previous year. Were extended interviews, (not based on the EFE model) conducted in your region prior to this model?
4. Please reiterate any findings from your implementation of the Extended Forensic Evaluations which impact this year's expected outcomes. If you anticipate mid year changes, please describe them.
5. How many interviews, on average does your agency perform? What percentage of your interviews is expected to be EFEs?
6. Capture data on how many EFEs led to disclosure of abuse, how many EFEs led to ruling out the possibility of abuse, and how many interview outcomes were indeterminate.

## **Objective 4: Case Management**

1. Describe your initial intake process for EFE interviews. How many interviews do you initially schedule, and how far apart do you schedule them?
2. Does your agency use a case plan for each interview? Have you developed any EFE specific documents for case management, or any database entry forms? Is your agency required to summarize, in report form, the findings of the extended interview?
3. Provide an overview of your interview recording equipment system. Please include information about the format used to disseminate the interview to others, back up equipment running during the interview, and chain of evidence policies that you and your partners follow. Does your facility retain a copy of the interview for your records?
4. If you are a Community Based Organization or an organization, Mental Health unit of government, or under the umbrella of a Health Care Organization, do



you provide HIPAA notices to your clients who receive services other than the EFEs? Do you provide HIPAA notices to your EFE clients?

## **B. PROJECT BUDGET**

### **1. Budget Narrative**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select “*Recipient Handbooks*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

### **2. Specific Budget Categories**

There is an Excel Workbook in “*Forms*” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

#### **a. Personal Services – Salaries/Employee Benefits (OES A303a):**

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

**b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than

one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

**c. Equipment (OES A303c):**

Because this is an ongoing RFA, it is anticipated that equipment needs would have been met in prior funding cycles. If equipment is necessary, please explain in Budget Narrative.

**C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Summary
- Noncompetitive Bid Request (If applicable)
- Out of State Travel Request, OES 700 (If applicable)
- Computer and Automated Systems Purchase Justification Guidelines (If applicable)